Schedule Number: NC1-142-79-06

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 07/28/2022

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 3a and 3b remain active.

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 (all subitems) was superseded by NC1-142-81-08 item 1 subitems.

Item 2 (all subitems) was superseded by NC1-142-81-08 item 2 subitems.
TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
   TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION
   DIVISION OF FINANCE

3. MINOR SUBDIVISION
   ALL ACCOUNTING OFFICES

4. NAME OF PERSON WITH WHOM TO CONFER
   RONALD E. BREWER

5. TEL. EXT.
   FTS 854-3351

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
   12-27-78

D. SIGNATURE OF AGENCY REPRESENTATIVE
   RONALD E. BREWER

E. TITLE
   Assistant TVA Archivist

7. ITEM NO.
   1

8. DESCRIPTION OF ITEM
   Division of Finance

   Subsidiary Ledgers, machine and hand-posted originals
   (See attachment to Item)

   Subsidiary ledgers are maintained for balance sheet categories. The types of subsidiary ledgers vary with the activities recorded in each accounting office. Manually posted books usually require more subsidiary ledgers than those posted by machine. During TVA's earlier years, these ledgers were handposted. In recent years, the ledgers have been machine generated.

   In general the following types of subsidiary ledgers are maintained by the Authority: labor ledger, voucher register, invoice register and accounts receivable ledgers.

   The subsidiary ledgers are used to post information to the general ledgers and are used as backup material for the general ledgers.

   The Federal Power Commission regulations governing the preservation of records, as amended January 1, 1972, requires that ledgers (subsidiary or auxiliary to general ledgers) be retained 50 years.

9. SAMPLE OR JOB NO.
   5a. GRS 7/2

10. ACTION TAKEN
   5 Items
Series of records covered by the general name, "subsidiary ledger":

- Numeric invoice (registers)
- Labor distribution
- Cash received ledger
- Labor ledger
- Subsidiary ledgers
- Daily labor distribution ledger
- Invoice register
- Accounting register
- Field voucher register
- Accounts receivable ledger
- Cost distribution ledger
- Cost ledgers
- Material distribution ledger
### REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Finance - continued</td>
<td></td>
</tr>
<tr>
<td>Retention Period:</td>
<td></td>
</tr>
<tr>
<td>Original - Destroy when 50 years old. Transfer to Federal Records Center when 5 yrs. old.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>General Ledgers, machine and hand-posted originals <em>(see attachment to Item 2)</em></td>
</tr>
</tbody>
</table>

Each accounting office maintains a ledger containing the balance sheet and expenditure accounts necessary for activities appropriately recorded in that office. The subsidiary ledgers are maintained as balance sheet items for numerous details. The general ledgers are a condensation of the subsidiary ledgers and they are used to support each other. As funds are released to individual organizations, accounts are provided for authorized activities in sufficient detail to meet the needs of the organizations.

Ledger sheets are generated in triplicate on a monthly basis by the automated bookkeeping system. The original ledger sheets are placed in a cumulative file. Duplicates are sent promptly each month to the applicable organizations. After the accounts are balanced, the triplicates are used as working copies in the accounting office and are filed by organization. In smaller accounting offices, manual bookkeeping was employed and registers were used for listing different classes of entries for control and posting purposes.

Authorization was approved to microfilm the general ledgers and subsidiary ledgers; however, due to various colors of paper and hand posted entries, microfilming standards could not be met.

The Federal Power Commission regulations governing the preservation of records, as amended January 1, 1972, requires that general ledgers be retained for 50 years.
Attachment to Item 2--

Series of records covered by general name, "general ledgers":

General ledgers
Trial balances
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

<table>
<thead>
<tr>
<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)</th>
<th>9. SAMPLE OR JOB NO.</th>
<th>10. ACTION TAKEN</th>
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</thead>
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</tr>
<tr>
<td></td>
<td>a. Original - Destroy when 50 years old. Transfer to Federal Records Center when 5 years old.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Duplicates - Destroy when no longer needed for administrative purposes, not to exceed 5 years. Not authorized for transfer to the Federal Records Center.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Journal Vouchers, original including supporting detail

The journal voucher is one of the several source documents used as a medium in posting certain activities to the general ledgers. They are numbered consecutively, beginning with 1 each month; except that vouchers for recurring items bear the same number throughout the fiscal year.

The following types of entries are originated by means of the journal voucher:

1. Recap of Miscellaneous Activities

Payroll distribution, equipment distribution and miscellaneous activities involving a multitude of accounts are summarized by means of the journal voucher and are thereby posted as one entry to the general ledgers. This method of posting reduces the number of entries on the ledgers and materially aids in statement preparation and in auditing.

2. Miscellaneous Adjustments

Most accounting offices make all corrections to the general ledger by means of the journal voucher. Adequate space is provided for explanations of adjustments and approvals of officials concerned.
Attachment to Item 3--

Series of records covered by general name, "journal voucher":

Journal vouchers
Journal voucher system
<table>
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<td>7.</td>
<td>Division of Finance - continued</td>
</tr>
</tbody>
</table>

The journal vouchers should be retained in accordance with Federal Power Commission regulations in as much as they are documents of original entry and contain summaries of information not maintained elsewhere.

Retention Period:

a. **Originals (with necessary supporting details)**— Destroy when 50 years old. Transfer to Federal Records Center when 5 years old.

b. **Duplicates (with necessary supporting details)**— Destroy when no longer needed for administrative purposes, or when 10 years old, whichever is sooner. Not authorized for transfer to Federal Records Center.

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RTB per 3/1/79 memo from TVA